

3 January 1964

MEMORANDUM FOR: Chief, Plans and Policy Staff/TR

SUBJECT : Abridgment of Project USEFUL

1. In accordance with your request, attached hereto is a copy of the following:

a. Memorandum for Director, Joint Staff, Subject: Project USEFUL, dated 13 June 1963, signed by [REDACTED]

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b. Letter dated 8 November 1963 to Mr. Robert McNamara, Secretary of Defense, signed by John A. McCone.

2. Concerning the actual presentation of an abridged two-day version of Project USEFUL, working in the dark as we are, several possibilities have been explored and discussed. First of all, I alerted the War Plans Staff [REDACTED] to the developments of the last twenty-four hours. I contacted a representative of the Office of Security [REDACTED] who advised me that in regard to security clearances for the participants, he would like to have biographic data and a passport size photo 1-1/2" x 2" of each participant at least one full week prior to the presentation. Badges would then be made up and could be issued with a minimum of trouble on the first morning as the participants entered the building.

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3. If the number of participants is to exceed sixty, then I feel we must use the auditorium. If, however, it is less, and I suggest fifty as a good manageable number, then Room 1A07 or Room GA13 (Security Briefing Room) should be considered. Room 1A07 can comfortably accommodate sixty desks and chairs. The Registrar's Office advised me that this room is booked on every Monday and

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25X1A Wednesday from 0900 to 1130 hours 20 January through 25 March 1964, and Tuesday through Thursday from 10 February through May 1964 from 1700 to 2030 hours. Room GA13 is booked indefinitely every Monday and Friday for Security Briefings. I was advised by Mr. [REDACTED] the Office of Security Training Officer, that GA13 will accommodate approximately thirty people at desks and chairs, but up to seventy when set up as a theatre. As of 3 January 1964 it is available 28, 29, 30 January 1964, 18, 19, 20 February, and again 25, 26, 27 February 1964.

4. Chief, Headquarters Training has requested that if we have any say in the matter of the timing of this program, we should avoid having it during the period 3 - 14 February 1964 when Headquarters Training will be busy with the JOT's. Therefore, we recommend that this presentation be given during the week of 17 February.

[REDACTED]
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Attachments as stated

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment